Warnock, Chloé

From: Whiffen, Nathan
Sent: Monday, July 29, 2019 5:14 AM
To: Listhaeghe, Debbie; Wasson, Thomas; St-Pierre, Lisa; Evans, Joan L; Noftall, Anne Marie L; Thistle, Suzanne; Hunt, Carla; Morash, Laurie M; Jersch, Russell; Smith, Mike; Smith, Laura (PAC); Labbe, Linda
Cc: Salter, Cathy; Meyer, Kayla; Hardiman, Katharine
Subject: Logistics Officer Certification Course / Cours de certification des officiers de logistique
Attachments: FR_Invitation au cours de certification des officiers de logistique.pdf; EN_Logistics Officer Certification Course Invitation.pdf

Good morning all,

As you are aware, we have now set a date for the Logistics Officer Certification Course at the Coast Guard College in Sydney, Nova Scotia from October 21 – November 3 (delivery will be in English). The allocation of seats will be determined based on regional requirements. As per the attached please forward your regional requirements by September 27, 2019.

Please find an official invitation attached (French and English), which includes all pertinent details for candidates and facilitators wishing to participate in this course.

I will send an email out on the status of the accommodations at the Coast Guard College in the coming weeks.

If you have any questions or concerns. Please feel free to contact me.

Bonjour à tous,

Comme vous le savez, nous avons maintenant fixé les dates pour le cours de certification des officiers de logistique au Collège de la Garde côtière canadienne à Sydney, Nouvelle-Écosse : du 21 octobre au 3 novembre 2019 (la livraison se fera en anglais). La répartition des sièges sera déterminée en fonction des besoins régionaux. Conformément au document ci-joint, veuillez me faire parvenir vos exigences régionales d'ici le 27 septembre 2019.

Ci-joint se trouve l'invitation officielle, qui comprend tous les détails pertinents pour les candidats et les animateurs désirant participer à ce cours.

J'enverrai un courriel sur l'état des logements au Collège de la Garde côtière au cours des prochaines semaines.

Si vous avez des questions ou des préoccupations. N'hésitez pas à me contacter.

Regards,

Nathan Whiffen
Professional Development and Certification Section |

Perfectionnement professionnel et certification
Canadian Coast Guard | Garde côtière canadienne
Telephone | Téléphone: (343) 550-7611
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Government of Canada|Gouvernement du Canada

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Marine Superintendents et al,

The purpose of this official invitation is to seek candidates (up to 12 total) and facilitators (1 per region) to participate in the delivery of the *Logistics Officer Certification Course* at the Canadian Coast Guard College in Sydney, Nova Scotia from October 21 to November 3, 2019.

Please forward both facilitator and candidate names to Nathan Whiffen (Nathan.Whiffen@dfo-mpo.gc.ca) by COB September 27, 2019.

Course Overview

The *Logistics Officer Certification Course* is the final step in the *Logistics Officer Developmental Program.* In this course, candidates will expand their knowledge and skills to effectively complete the job tasks that are applicable to the Logistics Officer position. The course will focus on the four areas within the Logistics Department: Administration, Finance, Materiel Management and Hotel Services.

This course will be delivered in English, candidates from all regions comfortable with English at a working level are encouraged to apply. It is intended that the next *Logistics Officer Certification Course* will be delivered in French.

Important Dates

- Course start: October 21, 2019
- Course end: November 3, 2019
- Travel for candidates: October 20 and November 4, 2019
- Travel for facilitators: October 19 and November 5, 2019

Facilitator Requirements

Interested individuals should have at least 5 years of experience as a Logistics Officer and be comfortable speaking in front of others. Other assets for the facilitator would be the successful completion of the *CCG Basic Instructor Training* or experience delivering training.

Candidate Selection Process

In addition to the pre-requisites noted below, in order to be considered for selection, candidates will need to comply with the following requirements:

1) A recommendation from a Commanding Officer.
2) A cover letter written to the Marine Superintendent or delegate stating how they meet the pre-requisites and why they should be chosen for this course.
3) Inclusion of the *Logistics Officer Certification Course* on their current learning plan.
4) Formal application made to their regional Marine Superintendent or delegate.

Pre-requisite Requirements

- Successful completion of the Canadian Coast Guard's *Clerk/Storekeeper Training Course.*
- Department of Fisheries and Oceans Occupational, Health & Safety Course for Managers and Supervisors.

- ICS 200
- 6 months (168 days) working as Clerk/Storekeeper (1 year in layday system).
- Workplace Hazardous Material Information System (WHMIS) Course
- Food Safety Training Course
- Completion of the following Canada School of Public Service (CSPS) Courses (**For candidates who completed the Clerk/Storekeeper Training Course in February 2018 these will have been completed.*)
  - Overview of Materiel Management (C233)
  - Overview of Procurement (C235)
  - Security Awareness (A230)
  - Fundamentals of Information Management(I301)
  - Information Management in Government of Canada (I130)
  - Green Procurement (C215)
  - Values and Ethics Foundations for Employees (C255)
  - Access to information and Privacy Fundamentals (I015)

All pre-requisites must be completed prior to arriving to the *Logistics Officer Certification Course.* Proof of completion of these prerequisites and sea time must be forwarded to the candidate's regional Training Coordinator and Nathan Whiffen (Nathan.Whiffen@dfo-mpo.gc.ca) no later than September 27, 2019.

Course Completion

This course will require long periods of sitting, active listening, group participation and class discussion. Participants may be required to complete work on their own time if they do not complete the prescribed work during the day. To successfully complete the course, participants will be required to fully participate in all activities, complete the prescribed material, and receive an overall mark of 80% on the final test. Participants who do not receive at least 80% on their first attempt writing the test will be given one opportunity to rewrite.

Certification Completion

Upon completion of the *Logistics Officer Certification Course* candidates will have to complete the following prior to requesting an Oral Examination:

- 3 months (84 days) working as a Clerk/Storekeeper under a Logistics Officer or 3 months job shadowing a Logistics Officer; and
- The following Canada School of Public Service (CSPS) Courses:
  - Performance Management for the Government of Canada (G140)
  - Becoming a Supervisor: The Basics (G312)

Oral Examination requests will be forwarded to the Marine Superintendent or delegate for approval and scheduling. The Marine Superintendent or delegate will then forward their request to the Manager, Professional Development and Certification, within Operational Personnel.

Administrative Details

- All participants are required to have a government email and a CSPS account set-up prior to starting the course.
- Candidate expenses will be paid by their region.
- Facilitator expenses will be paid by Professional Development and Certification.
- Please be advised that uniforms (Winter Dress, Work Uniform #2) shall be worn as per the Uniform Manual.
- Safety footwear may be required for some portions of the course.

À l'attention des surintendants maritimes et autres,

Le but de cette invitation officielle est de rechercher des candidats (jusqu'à 12 au total) et des animateurs (1 par région) pour participer à la prestation du *cours de certification des officiers de logistique* au Collège de la Garde côtière canadienne, à Sydney (Nouvelle-Écosse), du 21 octobre au 3 novembre 2019.

Veuillez faire parvenir les noms des animateurs et des candidats à Nathan Whiffen (Nathan.Whiffen@dfo-mpo.gc.ca) avant la fermeture des bureaux le 27 septembre 2019.

Aperçu du cours

Le *cours de certification des officiers de logistique* est la dernière étape du *Programme de perfectionnement des officiers de logistique*. Dans ce cours, les candidats approfondiront leurs connaissances et leurs compétences afin d'accomplir efficacement les tâches qui s'appliquent au poste d'officier de logistique. Le cours portera sur les quatre domaines du service de la logistique : Administration, Finances, Gestion du matériel et Services hôteliers.

Ce cours sera offert en anglais. Les candidats de toutes les régions qui pratiquent de l'anglais à un niveau opérationnel sont encouragés à postuler. Il est prévu que le prochain *cours de certification des officiers de logistique* sera donné en français.

Dates importantes

- Début du cours : Le 21 octobre 2019
- Fin du cours : Le 3 novembre 2019
- Déplacements des candidats : 20 octobre et 4 novembre 2019
- Déplacement des animateurs : 19 octobre et 5 novembre 2019

Exigences concernant les animateurs

Les personnes intéressées doivent avoir au moins cinq ans d'expérience en tant qu'officier de logistique et être à l'aise pour parler devant les autres. D'autres atouts pour l'animateur seraient la réussite de la *formation de base des instructeurs de la GCC* ou l'expérience de la prestation de la formation.

Processus de sélection des candidats

En plus des pré-requis mentionnés ci-après, les candidats devront se conformer aux exigences suivantes afin d'être considérés pour la sélection :

1) Une recommandation d'un commandant.
2) Une lettre d'accompagnement écrite au surintendant, Marine, ou à son délégué indiquant comment le candidat satisfait aux exigences préalables et pourquoi il devrait être choisi pour ce cours.
3) L'inclusion du *cours de certification des officiers de logistique* dans le plan d'apprentissage en cours de l'employé.
4) Demande officielle présentée au surintendant régional, Marine, ou à son délégué.

Exigences préalables

- Avoir suivi avec succès le *cours de formation des commis et des magasiniers* de la Garde côtière canadienne.
- Cours sur la santé et la sécurité au travail à l'intention des gestionnaires et des superviseurs de Pêches et Océans Canada.

- SCI 200
- 6 mois (168 jours) de travail en tant que commis/magasinier (1 an dans le système des jours de relâche).
- Cours sur le Système d'information sur les matières dangereuses utilisées au travail (SIMDUT).
- Cours de formation sur la salubrité des aliments.
- Avoir réussi les cours suivants de l'École de la fonction publique du Canada (EFPC) (**Pour les candidats qui ont réussi le cours de formation de commis/magasinier en février 2018, ces cours auront été réussis*.)
  - Aperçu de la gestion du matériel (C233)
  - Aperçu de l'approvisionnement (C235)
  - Sensibilisation à la sécurité (A230)
  - Principes fondamentaux de la gestion de l'information (I301)
  - La gestion de l'information au gouvernement du Canada (I130)
  - Achats écologiques (C215)
  - Fondements des valeurs et de l'éthique pour les employés (C255)
  - Principes fondamentaux de l'AIPRP (I015)

Toutes les exigences préalables doivent être satisfaites avant d'arriver au *cours de certification des officiers de logistique*. La preuve de l'accomplissement de ces conditions préalables et du temps en mer doit être envoyée au coordonnateur régional de formation du candidat et à Nathan Whiffen (Nathan.Whiffen@dfo-mpo.gc.ca) au plus tard le 27 septembre 2019.

Réussite des cours

Ce cours exigera de longues périodes en position assise, d'écoute active, de participation en groupe et de discussion en classe. Les participants peuvent être tenus de terminer le travail pendant leur temps libre s'ils n'ont pas achevé le travail prescrit pendant la journée. Pour réussir le cours, les participants devront participer pleinement à toutes les activités, préparer le matériel prescrit et obtenir une note globale de 80 % à l'examen final. Les participants qui ne reçoivent pas au moins 80 % à leur première tentative d'examen auront une occasion de se présenter à nouveau.

Réussite de la certification

À la fin du *cours de certification des officiers de logistique*, les candidats devront remplir les conditions suivantes avant de demander à passer un examen oral :

- 3 mois (84 jours) de travail à titre de commis/magasinier sous la direction d'un officier de logistique ou 3 mois d'observation au poste de travail d'un officier de logistique;
- Avoir suivi les cours suivants de l'École de la fonction publique du Canada (ÉFPC) :
  - Gestion du rendement pour le gouvernement du Canada (G140)
  - Devenir superviseur : principes de base (G312)

Les demandes d'examen oral seront transmises au surintendant, Marine, ou à son délégué pour approbation et mise au rôle. Le surintendant, Marine, ou son délégué transmettra ensuite la demande au gestionnaire, Perfectionnement professionnel et certification, du personnel opérationnel.

Renseignements administratifs

- Tous les participants doivent avoir une adresse électronique du gouvernement et un compte de l'EFPC avant de commencer le cours.

- Les dépenses des candidats seront payées par leur région.
- Les dépenses des animateurs seront payées par Perfectionnement professionnel et certification.
- Veuillez noter que les uniformes (tenue d'hiver, uniforme de travail n° 2) doivent être portés conformément au Manuel sur les uniformes.
- Des chaussures de sécurité peuvent être requises pour certaines parties du cours.

Logistics Officer Developmental Program Progression Plan

	Steps in the Progression Plan	Pre-Requisites/Pass Mark
1	3 Months Experience on Canadian Coast Guard Ship in any capacity.	
2	Pre-Requisites for Clerk/Storekeeper Course	Canada School of Public Service Courses: - Overview of Materiel Management (C233) - Overview of Procurement (C235) - Security Awareness (A230) - Fundamentals of Information Management(I301) - Information Management in Government of Canada (I130) - Green Procurement (C215) - Values and Ethics Foundations for Employees (C255) - Access to information and Privacy Fundamentals (I015) ICS 100 Ship's Crew OJT Manual – Chapter 4 sections: 4.1, 4.2, & 4.3 Department of Fisheries and Oceans' Occupational, Health & Safety Course Workplace Hazardous Material Information System (WHMIS) Course Food Safety Training Course
3	Potential candidates apply to the Marine Superintendent of each region for the Clerk/Storekeepers Course. Pre-Requisites and other documentation will be sent from fleet training in each region to Professional Development and Certification to ensure all pre-requisites are completed.	
4	Candidates for the Clerk/Storekeeper Course will be chosen by Marine Superintendent in each region. *Please see attached for information on Candidate Selection Process.	

5	Clerk/Storekeeper Course	Pass mark in the Clerk/Storekeeper course is 80%. This course is a Pre-Requisite to the Logistics Officer Certification Course. The exam portion of the course will be an open book exam.
6	Complete the Canadian Coast Guard Ship's Crew OJT Manual, section 7.1 & section 7.5** 6 months (168 days) working as Clerk/Storekeeper (1 year in layday system).	
7	Potential candidates apply to the Marine Superintendent of each region for the Logistics Officer Certification Course. Pre-Requisites and other documentation will be sent from fleet training in each region to Professional Development and Certification to ensure all pre-requisites are completed.	
8	Candidates for the Logistics Officer Certification Course will be chosen by the Marine Superintendent in each region. *Please attached for information on Candidate Selection Process.	
9	Logistics Officer Certification Course	Pass mark in the Certification Course is 80%. The exam portion of the course will be an open book exam.
10	Sea training manual and tasks 3 months (84 days) working as a Clerk/Storekeeper under a Logistics Officer or 3 months job shadowing a Logistics Officer. Additional Courses before Certification	Additional Courses to be completed: - Department of Fisheries and Oceans Occupational, Health & Safety Course for Managers. - ICS 200 - Authority Delegation Training (G110) including all 8 modules - Performance Management for the Government of Canada (G140) - Becoming a Supervisor: The Basics (G312)
11	Orals - Do we call this an oral exam or do we change the format and make it an exit interview or exit presentation? Thoughts....	Need to have successfully completed all steps up to this point to qualify for an oral exam. Will be a pass or fail mark.

12	Upon successfully completing all steps, exams, and pre-requisites within the Logistics Developmental Progression Plan the candidate will be awarded a Logistics Officer Certificate through Professional Development and Certification Section – Canadian Coast Guard.	

**Note: These sections are currently under review.

Candidate Selection Process

The Candidate Selection Process to the Clerk/Storekeeper Course:

Candidates will:

1. Need to have all pre-requisites completed.
2. Need to have recommendation from a Commanding Officer.
3. Need to write a cover letter to the Marine Superintendent stating how they meet the pre-requisites and why they should be chosen for this course.
4. Need to have the Clerk/Storekeeper course identified on the individual's learning plan.
5. Candidates will apply to his/her regional Marine Superintendent.

The Candidate Selection Process to the Logistics Officer Certification Course:

Candidates will:

1. Need to have successfully completed the Canadian Coast Guard's Clerk/Storekeeper Course.
2. Need to have recommendation from a Commanding Officer.
3. Need to write a cover letter to the Marine Superintendent stating how they meet the pre-requisites and why they should be chosen for this course.
4. Need to have the Logistics Officer Certification Course identified on the individual's learning plan.
5. Candidates will apply to his/her regional Marine Superintendent.

Logistics Officer Developmental Program Progression Plan

	Steps in the Progression Plan	Pre-Requisites/Pass Mark
1	3 Months Experience on Canadian Coast Guard Ship in any capacity.	
2	Pre-Requisites for Clerk/Storekeeper Course	Canada School of Public Service Courses: - Overview of Materiel Management (C233) - Overview of Procurement (C235) - Security Awareness (A230) - Fundamentals of Information Management(I301) - Information Management in Government of Canada (I130) - Green Procurement (C215) - Values and Ethics Foundations for Employees (C255) - Access to information and Privacy Fundamentals (I015) - Communication Basics (Z009) Course Discontinued ICS 100 Ship's Crew OJT Manual – Chapter 4 sections: 4.1, 4.2, & 4.3 Department of Fisheries and Oceans' Occupational, Health & Safety Course Food Safety Training Course
3	Potential candidates apply to the Marine Superintendent of each region for the Clerk/Storekeepers Course. Pre-Requisites and other documentation will be sent from fleet training in each region to Professional Development and Certification to ensure all pre-requisites are completed.	
4	Candidates for the Clerk/Storekeeper Course will be chosen by Marine Superintendent in each region. *Please see attached for information on Candidate Selection Process.	

5	Clerk/Storekeeper Course	Pass mark in the Clerk/Storekeeper course is 80%. This course is a Pre-Requisite to the Logistics Officer Certification Course. The exam portion of the course will be an open book exam.
6	Complete the Canadian Coast Guard Ship's Crew OJT Manual, section 7.1 & section 7.5 6 months (168 days) working as Clerk/Storekeeper (1 year in layday system).	
7	Potential candidates apply to the Marine Superintendent of each region for the Logistics Officer Certification Course. Pre-Requisites and other documentation will be sent from fleet training in each region to Professional Development and Certification to ensure all pre-requisites are completed.	
8	Candidates for the Logistics Officer Certification Course will be chosen by the Marine Superintendent in each region. *Please attached for information on Candidate Selection Process.	
9	Logistics Officer Certification Course	Pass mark in the Certification Course is 80%. The exam portion of the course will be an open book exam.
10	Sea training manual and tasks 3 months (84 days) working as a Clerk/Storekeeper under a Logistics Officer or 3 months job shadowing a Logistics Officer. Additional Courses before Certification	Additional Courses to be completed: - Department of Fisheries and Oceans Occupational, Health & Safety Course for Managers. - ICS 200 - Authority Delegation Training (G110) including all 8 modules - Performance Management for the Government of Canada (G140) - Becoming a Supervisor: The Basics (G312) - Communicating at Work (Z005)
11	Orals	Need to have successfully completed all steps up to this point to qualify for an oral exam.

	- Do we call this an oral exam or do we change the format and make it an exit interview or exit presentation? Thoughts….	Will be a pass or fail mark

12	Upon successfully completing all steps, exams, and pre-requisites within the Logistics Developmental Progression Plan the candidate will be awarded a Logistics Officer Certificate through Professional Development and Certification Section – Canadian Coast Guard.	